

LANL Performance and Development Plan (2002-2003)

Employee's Name	Z Number	Group
Supervisor's Name (If other than manager)		Z Number
Manager's Name (Group level or above)		Z Number

Organizational Objectives (2002-2003)

(Manager provides to employee)

Org. Obj. #	List organizational objectives relevant to the employee's job (e.g., project, group, program, or division objectives; Key Focus Areas; Special Provisions; UC/DOE Performance Measures; etc.).

Employee Name: _____ Z#: _____ Group: _____

Individual Performance Objectives (IPOs) (2002-2003)

(Employee drafts, manager finalizes, both sign and date section below. May be updated and revised during the year without notifying HR.)

[illegible]

Employee Name: _____ Z#: _____ Group: _____

Individual Development Plan (2002-2003) (Optional with Manager Approval)

(Employee drafts, manager finalizes, both initial and sign section below)

Goal(s) Identify **knowledge** or **skills** the employee will focus on strengthening or developing. Goals should be based on knowledge or skills the individual needs to develop or improve, or on knowledge or skills the individual is expected to develop in others. They should be specific, measurable, and tied to Individual Performance Objectives or Organizational Objectives.

Actions Actions employee will do to move toward goals.	Resources Resources available to support action.	Completion Date Date action will be completed.
Action:		

Reviewed by: _____
Employee Manager Date

Result (to be completed at **end** of review cycle):

Reviewed by: _____
Employee Manager Date